

# **UNIVERSITY OF NAIROBI**

## **REGULATIONS FOR CONFERMENT OF DEGREES AND AWARD OF DIPLOMAS**

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## 1. INTRODUCTION

These Regulations are anchored in the Universities Act, 2012; Universities of Nairobi Charter, 2013 and University Statutes, 2013. They apply to all the Faculties, Departments and Programmes of the University.

## 2. LEGISLATIVE AND REGULATORY FRAMEWORKS

### 2.1 University of Nairobi Charter, 2013

**a) Section 6 (v):** The objects and functions of the University shall include conducting examinations for; and granting such, academic awards as may be provided for the Statutes.

**b) Section 9:** The University may;

#### **Clause 1:**

- i) Grant Diplomas or Certificates or other awards.
- ii) Confer the degrees of Bachelor, Master's, Fellowship, Doctor, Higher Doctorate and such other degrees as may be provided for by the statutes.
- iii) Confer honorary degrees or any other academic distinction to a person who has rendered distinguished service to the advancement of any branch of teaching or who has otherwise rendered service in any field of human endeavour worth of such a degree or academic distinction.

#### **Clause 2:**

Cancel or withdraw such Certificates, diplomas, degrees, including honorary degrees, or any other award as may be provided in the University Statutes.

**c) Section 19; 3 (h,j,k):** Senate has the following powers and duties:

- i) To determine the procedure to be followed in the conferment of the degrees and other awards.
- ii) Approve the award of degrees including honorary and other academic distinctions.
- iii) Determine the design of the academic dress and prescribe its use.

2.2 Commission for University Education Standards and Guidelines, 2014 [PROG/STD/04; Guideline 1: b (vii)]. The University shall develop Regulations on Graduation Requirements comprising the Award of Degrees and Classification of Degrees.

### 3. GRADUATION REGULATIONS

The regulations for graduation shall comprise the following:

#### 3.1 DESIGNATION OF DEGREES

3.1.1 The University shall have power to confer the following degrees: -

- |   |         |
|---|---------|
| a) <b>Faculty of Agriculture</b>                      |         |
| Bachelor of Science                                   | BSc.    |
| Master of Science                                     | MSc.    |
| Doctor of Philosophy                                  | PhD.    |
| Doctor of Science                                     | DSc.    |
| b) <b>Faculty of Arts</b>                             |         |
| Bachelor of Arts                                      | BA      |
| Bachelor of Psychology                                | BPsych. |
| Bachelor of Philosophy                                | BPhil.  |
| Master of Arts  | MA.     |
| Doctor of Philosophy                                  | PhD.    |
| Doctor of Letters                                     | DLitt.  |
| c) <b>Faculty of Built Environment and Design</b>     |         |
| Bachelor of Architectural Studies                     | BAS.    |
| Bachelor of Architecture                              | BArch.  |
| Bachelor of Arts                                      | BA      |
| Master of Arts  | MA.     |
| Master of Arts (Planning)                             | MA.     |
| Master of Arts (Architecture)                         | MA.     |
| Master of Architecture                                | MArch.  |
| Doctor of Philosophy                                  | PhD.    |
| Doctor of Letters                                     | DLitt.  |
| Doctor of Philosophy                                  | PhD.    |
| Doctor of Letters                                     | DLitt.  |
| d) <b>Faculty of Business and Management Sciences</b> |         |
| Bachelor of Commerce                                  | BCom.   |
| Bachelor of Arts                                      | BA.     |
| Bachelor of Science                                   | BSc.    |
| Master of Arts  | MA.     |
| Master of Science                                     | MSc.    |
| Master of Business Administration                     | MBA     |
| Doctor of Philosophy                                  | PhD.    |
| Doctor of Letters                                     | DLitt.  |
| e) <b>Faculty of Education</b>                        |         |
| Bachelor of Education                                 | BEEd.   |
| Master of Arts  | MA.     |
| Master of Education                                   | MEEd    |
| Doctor of Education                                   | EdD     |
| Doctor of Philosophy                                  | PhD.    |
| Doctor of Letters                                     | DLitt.  |

- |  |            |
|--|------------|
| f) <b>Faculty of Engineering</b>               |            |
| Bachelor of Science in Engineering             | BSc.       |
| Master of Science in Engineering               | MSc.       |
| Master of Engineering                          | MEng.      |
| Master of Science in Surveying                 | MSc.       |
| Doctor of Philosophy                           | PhD.       |
| Doctor of Science                              | DSc.       |
| g) <b>Faculty of Law</b>                       |            |
| Bachelor of Laws                               | LLB.       |
| Master of Arts                                 | MA         |
| Master of Laws                                 | LLM.       |
| Doctor of Philosophy                           | PhD.       |
| Doctor of Laws                                 | LLD.       |
| h) <b>Faculty of Science and Technology</b>    |            |
| Bachelor of Science                            | BSc.       |
| Master of Science                              | MSc.       |
| Master of Science in Biotechnology             | MBiotech.  |
| Master of Science in Bioinformatics            | MBioinfor. |
| Doctor of Philosophy                           | PhD.       |
| Doctor of Science                              | DSc.       |
| Doctor of Philosophy                           | PhD.       |
| i) <b>Faculty of Health Sciences</b>           |            |
| Bachelor of Dental Surgery                     | BDS.       |
| Bachelor of Pharmacy                           | BPharm.    |
| Bachelor of Science (Nursing)                  | BSc.(Nur.) |
| Bachelor of Science                            | BSc.       |
| Bachelor of Medicine & Bachelor of Surgery     | MBChB.     |
| Master of Science                              | MSc.       |
| Master of Medicine                             | MMed.      |
| Master of Public Health                        | MPH.       |
| Master of Science in Health Systems Management | MScHSM     |
| Master of Pharmacy                             | MPharm.    |
| Master of Dental Surgery                       | MDS.       |
| Doctor of Medicine                             | MD.        |
| Doctor of Philosophy                           | PhD.       |
| Doctor of Science                              | DSc.       |
| Fellowship                                     |            |
| j) <b>Faculty of Social Sciences</b>           |            |
| Bachelor of Arts                               | BA         |
| Master of Arts                                 | MA.        |
| Master of Science                              | MSc.       |
| Doctor of Philosophy                           | PhD.       |
| Doctor of Letters                              | DLitt.     |
| Doctor of Science                              | DSc.       |

k) **Faculty of Veterinary Medicine**

Bachelor of Science	BSc.
Bachelor of Veterinary Medicine	BVM.
Master of Theriogenology	MThe.
Master of Veterinary Medicine	MVet Med
Master of Veterinary Public Health	MVPH.
Master of Veterinary Science	MVSc.
Master of Veterinary Surgery	MVet Surg.
Master of Science	MSc.
Master of Science in Wildlife Health and Management	MSc. Wildlife Health & Mgt.
Doctor of Philosophy	PhD.
Doctor of Science	DSc.

3.1.2 The name of an area of specialization or major shall be indicated in brackets after the name of the degree (e.g. Bachelor of Science (Chemistry)).

**3.2 CLASSIFICATION OF DIPLOMAS AND DEGREES**

3.2.1 Higher Doctorate, Doctorate, Fellowships, and Master’s Degrees shall NOT be classified.

3.2.2 Bachelor degrees, except those offered in the Faculty of Health Sciences and Faculty of Veterinary Medicine, shall be classified according to the Commission for University Education Standards and Guidelines, 2014 [PROG/STD/14] as follows:

<b>SCORE %</b>	<b>GRADE POINT AVERAGE (GPA)</b>	<b>CLASSIFICATION</b>
70-100	3.68-4.00	1 <sup>st</sup> class
60-69	3.33-3.67	2 <sup>nd</sup> class(upper Division)
50-59	3.00-3.32	2 <sup>nd</sup> class(Lower Division)
40-49	2.00-2.99	Pass

### **3.3 REQUIREMENTS FOR CONFERMENT OF DEGREES AND AWARD OF DIPLOMAS**

#### **3.3.1 BACHELOR'S DEGREE**

Save as otherwise provided by this Statute, a candidate shall not be awarded the Bachelor's degree unless he shall have undertaken approved courses and satisfied the requirements of the University as a student of the University after admission and subsequently registration with the faculty as follows:

- i) for the degree of Bachelor of Arts, Bachelor of Laws, Bachelor of Commerce, Bachelor of Science and Bachelor of Science in Nursing for at least four academic years;
- ii) for the degree of Bachelor of Veterinary Medicine, Bachelor of Dental Surgery, Bachelor of Pharmacy and Bachelor of Science (Engineering) for at least five academic years;
- iii) for the degrees of Bachelor of Architecture, Bachelor of Medicine and Bachelor of Surgery, for at least six academic years.

The Senate may accept, as part of the attendance of a student of the University qualifying him for the award of Bachelor's degree, a period of attendance as a student of another University or Institution specially recognised by the Senate for this purpose; the Senate may accept certificates of proficiency in any subject by a University aforesaid, exempting from the examination of the University in a course or courses in such subject; provided that no student shall be awarded the Bachelor's degree unless:

- i) they shall have undertaken an approved course of the University as follows:
  - a) for the degree of Bachelor of Arts, Bachelor of Commerce, Bachelor of Laws, Bachelor of Science in Nursing, Bachelor of Science for at least three academic years, of which one shall be the final year;
  - b) for the degrees of Bachelor of Architecture, Bachelor of Veterinary Medicine, Bachelor of Dental Surgery, Bachelor of Pharmacy, Bachelor of Science (Engineering) for at least the final three academic years;
  - c) the degree of Bachelor of Medicine and Bachelor of Surgery, for at least the final four years. Provided that the Senate in its discretion may require an

applicant who falls under any of these provisions, to take any specified number of Common Undergraduate Courses and/or any other course.

- ii) his periods of attendance as a student at such University or institution and at the University are together not less than the complete period prescribed for the award of the degree;
- iii) he shall have passed the final examination and such other examinations of the University as the Senate may determine;
- iv) he shall have paid such fees to the University as may be determined by the Council, and v) he shall have complied in other respects with the requirements for the degree;
- v) no candidate who has already applied twice without success for admission under the Mature-Age Entry Scheme can be considered for this form of entry;
- vi) Candidates who have complied with conditions (i) to (vii) above, shall be required to take a special Entrance Examination. These examinations will consist of papers of general character for which specific preparation is not possible;
- vii) a) Candidates who, in the opinion of the examiners, merit further consideration will be called for interview before the final selection of candidates is made, except that candidates who obtain at least 60% in the Special Entrance Examination may, at the discretion of the University be exempted from the interviews.  
b) Candidates who comply with conditions (i) to (vii) above may be admitted to degree courses for which Mature - Age students would normally be eligible viz: Bachelor of Arts; Bachelor of Science, Bachelor of Education; Bachelor of Commerce and Bachelor of Laws; or such other degree courses as the University may approve.

Subject to the provisions of clauses (i) to (v) of paragraph 2, the Senate may accept periods of attendance and examinations in any subject of a candidate in any Faculty of the University, or any other University recognised by the Senate for this purpose, as exempting from attendance in such subject prescribed for a degree in another Faculty.

A person who has graduated from another University, or who is able to give satisfactory evidence of his qualifications, may be admitted as a student to courses of study and research in the University and may proceed to a higher degree under such special conditions as Senate may prescribe.

### **3.3.2 POSTGRADUATE DIPLOMA**

A candidate shall not be awarded the Postgraduate Diploma unless he has registered for the degree for a period of at least twelve (12) months academic year, after having obtained Bachelor's degree, and has under-taken during that period approved courses and satisfied other requirements for the diploma.

### **3.3.3 MASTERS DEGREE**

A candidate shall not be awarded the master degree in any Faculty, unless he has been registered for the degree as a student of the University, for a period of at least eighteen (18) months and has pursued such advanced study of research, or both, as may be approved by the Senate, and has performed such other work and complied with other conditions as may be presented, after satisfying the requirements for the award of the Bachelor's degree in the Faculty concerned, or after admission by the Senate to that degree in the Faculty concerned, or after admission by the Senate to that degree or admission by the terms of paragraph 4, subject to such decisions as may from time to time be made by the Senate.

### **3.3.4 FELLOWSHIP**

A candidate shall not be awarded the Fellowship in the Faculty of Health Sciences, unless he/she has been registered for the Fellowship as a student of the University, for a period of at least eighteen (18) months and has pursued such advanced clinical work or research, or both, as may be approved by the Senate, and has performed such other work and complied with other conditions as may be presented, after satisfying the requirements for the award of the Master of Medicine degree in the Faculty of Health Sciences.



### 3.3.5 DOCTORATE

A candidate shall not be awarded the degree of Doctor of Philosophy in any Faculty/Institute/School unless;

- i) He/she has been registered for the degree, as a student of the University for a period of not less than eighteen (18) months after satisfying the requirements for the award of the Master's degree in the Faculty concerned, or other admissions to the status of that degree, or after admission as a research student in terms of paragraph 4, subject to such decisions as may from time to time be made by the Senate.
- ii) He has pursued a subject of special study approved by the Senate;
- iii) He has worked in such association with a supervisor or supervisors as the Senate may direct, and
- iv) He has submitted a thesis that makes a distinct contribution to the knowledge and understanding of the subject and affords evidence of the exercise of independent critical thinking; and has published at least two (2) articles in peer-reviewed journals.

### 3.3.6 HIGHER DOCTORATE

Subject to provisions of this Regulation, a candidate shall not be awarded a higher doctorate in any Faculty, until at least five years after he has been awarded the degree of Doctor of Philosophy/Doctor of Medicine of the University.

### 3.3.7 HONORARY DEGREE

- i) A proposal to grant an honorary degree may be made by a member of the Council, or a member of the Senate and shall be communicated in writing to the Vice-Chancellor.
- ii) Every such proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.

### 3.3.8 POSTHUMOUS

A candidate shall not be awarded a posthumous degree unless he/she had fulfilled all the academic requirements as provided in Sections 3.3.1-3.3.7 above in this Regulation.

### **3.4 CLEARANCE FOR GRADUATION**

Students shall only be listed for graduation when they have been cleared of the following:

#### **3.4.1 ACADEMIC REQUIREMENTS**

Students must have undertaken all courses; sat passed all the examinations prescribed for the respective programmes to which they were registered. The Dean of Faculty, in consultation with the Chairperson of the Department, must ascertain that the candidate has indeed met all the requirements.

#### **3.4.2 FEES PAYMENT**

Candidates must have paid in full all the academic and administrative charges prescribed for the programme. In addition, they must have paid convocation and other graduation fees which may be prescribed from time to time. They must also have paid any surcharges that may have been levied against them in the course of their studentship. They must also be cleared from the library, halls of residence and University Health Services by the respective heads of Departments.

#### **3.4.3 DISCIPLINARY CASES**

Candidates who have outstanding disciplinary cases shall not be cleared for graduation until such cases are determined. The Academic Registrar shall be required to ascertain.

### **3.5 ACADEMIC DRESS**

3.5.1 The academic dress for the conferment of the degree shall comprise a gown, hood and cap with a tassel. academic dress for Bachelors, Master's, Doctoral and Higher Doctoral shall be distinguished by the shape of the cap and design of the gown.

3.5.2 The academic dress for Diploma graduands shall comprise only the gown and hood.

3.5.3 The academic dress may be hired from the University or purchased and owned by the candidate.

3.5.4 Various Faculties shall be distinguished by the colour of the hood.

### **3.6 ADMINISTRATION OF GRADUATION CEREMONY**

Graduation ceremony shall be an official solemn occasion of the University; scheduled by Senate as part of the Academic Calendar. The graduation ceremony shall be presided over by the Chancellor of the University, in accordance with the Universities Act, 2012; and the Charter [Section 12; 3(a)]. The occasion shall comprise the following events:

#### **3.6.1 THE CONGREGATION**

Congregations of the University shall be at least once a year in Nairobi and shall be presided over by the Chancellor or, in his absence, by the Vice-chancellor or some other person nominated by the Chancellor. The degrees shall be conferred at a congregation of the University.

##### **a) Venue of congregation**

The graduation ceremony for Award of Diploma and conferment of degrees and award of diplomas shall be held within University of Nairobi premises at such a site as Senate will determine. The ceremony may be physical, virtual or blended, provided the Senate or part thereof are physically present at the prescribed venue.

##### **b) Constitution of congregation**

The Vice-Chancellor shall constitute the gathering into a congregation of the University for purposes of awarding Diplomas and conferring degrees and other awards and distinctions

##### **c) Dissolution of the congregation**

The Vice-Chancellor shall declare the congregation dissolved, to mark the formal end of the ceremony.

#### **3.6.2 PROCESSION**

- a) Chancellors procession comprising the Chancellor, Council and University Management
- b) An academic procession comprising members of Senate, or part thereof.

#### **3.6.3 USE OF THE MACE**

The University Mace shall be carried during the procession, displayed and positioned strategically near the Chancellor; as a symbol of the Chancellor's authority, University scholarship and integrity, to signify the importance of the event and the conformation of the academic process. The mace bearer for each

congregation shall be appointed by the Vice-chancellor from among the Professors of the University.

#### **3.6.4 PRESENTATION OF GRADUANDS**

Dean of Faculty or in his/her absence, the Associate Dean or a Chairperson of Department or a Professor from the Faculty nominated by the Vice-chancellor shall present to the Chancellor, graduands for various awards and conferments in such a manner as may be determined by Senate from time to time.

#### **3.6.5 PROCLAMATION CITATIONS**

The conferment of Honorary degree; or Higher Doctorate degree upon any person shall be preceded by a proclamation of such a person's citation to the congregation by an orator nominated by the appropriate committee or Vice-chancellor from among the Professors of the University.

#### **3.6.6 CONFERMENT OF DEGREES AND AWARD OF DIPLOMA**

The Chancellor shall award Diplomas, and confer degrees to the graduands presented to him/her in accordance with Section 2.7.3, in such a manner as will be determined by Senate from time to time.

### **3.7 COMMUNICATION**

Information about graduation shall be disseminated to staff and students; and other stakeholders by the Academic Registrar at least one (1) month before the date of the event; through electronic and social media, or any other media as Senate will determine from time to time.

### **3.8 CERTIFICATES**

3.8.1 Certificates shall be granted ONLY to graduands who have been presented to the Chancellor at the congregation as specified in Section 2.7.3.

3.8.2 The certificates shall bear the Seal of the University as the judicial and official symbol of authority of the University Council.

3.8.3 The certificate shall also bear such security features as to ensure perpetual authenticity.

### **3.9 CONVOCAATION**

- 3.9.1 All persons who are awarded Diplomas and conferred degrees in accordance with Section 2.7.4 of these regulations shall be listed on the Convocation Roll of the University. such Convocation Roll shall be compiled and kept by the Associate Vice-Chancellor in charge of Academic Affairs.
- 3.9.2 Members of the convocation shall have such powers duties; responsibilities and obligations as provided in the Statutes.

### **3.10 GRADUATION RECORDS**

The following signed documents shall constitute graduation records.

- a) Minutes of meetings of Committee of Examiners
- b) Minutes of Senate meetings at which the results are approved
- c) Roll of graduands approved by Senate
- d) Graduands presented to the Chancellor
- e) Convocation roll

### **3.11 REVOCATION OF DEGREE OR DIPLOMA**

Subject to the provisions of the Charter and the Statute; and this Regulations; Council may revoke a Degree or Diploma, Honorary Degree, or any other awards on the recommendation of Senate; if it is found out that the candidate had not fulfilled all the requirements for admission and studentship; or was involved in academic misconduct during their studentship. Such Senate recommendations shall be based on the proposal from the Department through the Faculty Academic Committee; provided that Senate may appoint the Committee to evaluate the proposal in accordance with the Senate guidelines on the revocation of degrees, diplomas and other awards.

## **4. REVIEW AND AMENDMENT**

Senate reserves the right to review and amend these Regulations periodically from time to time. Such review shall be undertaken at least every five (5) years, or at such a time as the Senate may determine.